

Kitchener Ringette Association

Ice Scheduler

Overview:

The ice scheduler will work with the WORL/WRRL representatives, club president, coaches, and managers to schedule games, practices, clinics throughout the season and to offer alternative ice when games need to be rescheduled. They also facilitate the purchase of ice for the regular season and tryouts in late March or April.

Role and Responsibilities:

- Allocate regular weekly practice ice for the season (with input from coaches)
- Ice scheduler will submit list of “black out” dates provided to them from the teams specifying when the teams are attending tournaments and the available ice times to the relevant WORL and WRRL game schedulers
- Review the schedule for accuracy and will communicate any corrections/modifications to the appropriate WORL/WRRL representatives. (This happens twice a year, start of season and December)
- Send the finalized copy of the schedules to the Director of Communications, Referee in Chief, and Key volunteer in charge of minor officials
- Coaches are to notify ice scheduler when games are cancelled. He/she will contact the opposing teams ice scheduler and offer three alternative times to reschedule the game
- Ensure master schedule and the WORL/WRRL websites are updated with any game reschedules
- Notify coaches, Referee in Chief and key volunteer of minor officials of changes to the game schedule
- Book meeting rooms for monthly board meetings, AGM or Other KRA events

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune, whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act.